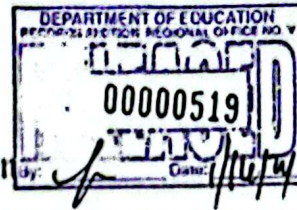




Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL



16 Jan 2024

REGIONAL MEMORANDUM

No. **000062**, 2023

REITERATION OF INCIDENT REPORTING INVOLVING VIOLENCE IN SCHOOLS  
 AND OTHER CRITICAL INCIDENTS, ISSUES AND CONCERNS

To: Schools Division Superintendents  
 Division Information Officers  
 School Heads  
 School Information Coordinators  
 All Concerned

1. With the issuance of the Memorandum on the Reiteration of Incident Reporting Involving Violence in Schools (PAS-OD-2024-003) please be also reminded of our existing incident report submission protocol as stated in the Regional Memorandum 212, s. 2018 (Uniformity and Synchronization of Submission of Incident Reports) and Regional Memorandum 120 s. 2019 (Addendum to Regional Memorandum 212 s. 2018).
2. As prescribed in PAS-OD-2024-003, (Annex A) let it be noted that the Incident Report Form/Template to be used shall be followed by all who are responsible in the preparation of the Report; thus, the previous forms specified by the Regional Memoranda shall be rendered unofficial.
3. The standard submission of initial reports or situation reports shall still be done **the soonest possible time or within 12 hours** (per PAS-OD-2024-003) upon knowledge or discovery of the incident using the recommended format (Annex B of RM 212, s. 2018)
4. Official Incident Reports should be properly accomplished and signed by the responsible personnel and sent via [pau.row@deped.gov.ph](mailto:pau.row@deped.gov.ph) within 24 hours by the Division Information Officers. The Regional Information Officer shall also relay/submit the report to the Public Affairs Service within the prescribed time of 48 hours upon knowledge or discovery of the incident.
5. Let it be further reiterated that should there be **invitations for interview from national media outfits these shall only be accepted upon the instructions and consent of the Spokesperson** of the Department per PAS Memorandum dated September 13, 2022.
6. For information and guidance.

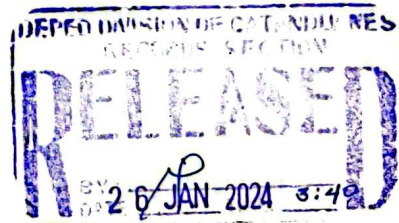
  
**GILBERT A. SADSAD**  
 Regional Director

Encl.: As stated


January 26, 2024

TO: Assistant Schools Division Superintendent  
 Division Chiefs  
 Section/Unit Heads  
 Public Schools District Supervisors  
 School Heads  
 All Others Concerned

For your information and guidance.



By Authority of the Schools Division Superintendent:

  
**ATTY. NORLITO JR. P. AGUNDAY**  
 Attorney III - Legal Officer



San Roque, Virac, Catanduanes  
 052 - 8114063  
[catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph)  
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 Dept'd Tayo - Region V - Catanduanes



Republic of the Philippines  
Department of Education  
REGION V - BICOL



16 Jan 2024

REGIONAL MEMORANDUM

No. 000062, 2023

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6. For information and guidance.

  
GILBERT A. SADSAD  
Regional Director

Encl.: As stated

ORD-PAU/mmlj  
01/15/2024



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Republic of the Philippines  
**Department of Education**  
PUBLIC AFFAIRS SERVICE

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**MEMORANDUM**  
PAS-OD-2024-003

FOR : **REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS**

ATTN : **REGIONAL AND DIVISION INFORMATION OFFICERS**

FROM : **JASON V. MERCENE**  
Supervising Administrative Officer  
Officer-in-charge  
Public Affairs Service – Officer of the Director IV

SUBJECT : **REITERATION OF INCIDENT REPORTING INVOLVING  
VIOLENCE IN SCHOOLS**

DATE : 12 January 2024

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To ensure a quick and accurate flow of information on incidents occurring in field offices and schools, the Public Affairs Service (PAS) reiterates its request to provide **incident reports consistently**.

The **initial local incident report** must contain brief information, including:

- Region/School Division Office/school where the incident occurred
- Date and Time of the incident
- Type of incident
- Focal person and their contact information
- Major points of the incident
- Ways forward

Specifically, we request that the following cases be reported as soon as possible:

- 1. Grave administrative and personnel cases**
  - a. Reports of corruption allegations and/or cases
  - b. Reports of physical, mental, and sexual abuse allegations and/or cases (in coordination with Child Protection Unit if learners are involved)
- 2. Security, health, and safety issues**
  - a. Reports of health-related outbreaks (ex. COVID-19, Monkeypox, dengue, Malaria, etc.)
  - b. Reports of disturbance of peace inside schools
  - c. Reports of fire and other man-made incidents
  - d. Reports of attacks on teachers, learners, school personnel

### **3. Viral issues and concerns**

- a. Any issue picked up by national and regional media with 200 shares above on Facebook, Twitter, and/or TikTok.

**The concerned officers shall submit spot reports (brief information) within 12 hours** after the incident in the established Messenger group chat with PAS if the official incident report is not yet available.

The **full incident report shall be submitted within 48 hours** through the **RIO/DIO Facebook Messenger Group and to the Media Relations Unit of PAS** to ensure a quick flow of information. Official and follow-up reports should be sent to [pas.mediarelations@deped.gov.ph](mailto:pas.mediarelations@deped.gov.ph).

Please see Annex A for the standard incident report form.

For questions or clarifications, your staff may contact **Ms. Ma. Erika Camille Antonio-Belmonte** through email at [ma.antonio001@deped.gov.ph](mailto:ma.antonio001@deped.gov.ph) or Viber/SMS at +639264620868.

Attached herewith is the standard template for incident reporting.

For your compliance.

Thank you.



Republic of the Philippines  
**Department of Education**  
PUBLIC AFFAIRS SERVICE

Annex A

Incident Report No. 00

**INCIDENT REPORT FORM**

RO/SDO:

School:

<b>TYPE OF INCIDENT</b> <i>(Specify the incident. i.e. vehicular incident, harassment, personnel affairs, armed conflict, bullying, etc.)</i>	
<b>DATE OF INCIDENT</b>	
<b>TIME OF INCIDENT</b>	
<b>PLACE/EXACT LOCATION OF INCIDENT</b>	
<b>PERSONS INVOLVED AND THEIR SPECIFIC PARTICIPATION</b> <i>(Indicate full name, age, gender, position/designation/grade level. Involvement in the incident. Names of minors should be withheld; use of alias is suggested.)</i>	
<b>DESCRIPTION/DETAILS OF THE INCIDENT</b> <i>(Describe/narrate how the incident happened, sustained figures, damages incurred, emotional state of the involved persons, and impact on the school/workplace/community.)</i>	
<b>ACTIONS TAKEN</b>	

<p><i>(State the responses/initial actions taken, decisions made, or implemented by the school authorities or immediate supervisors.)</i></p>	
<p><b>FOLLOW UP RECOMMENDATIONS</b>  <i>(State suggestions that the other concerned DepEd Officials/Offices must consider or must do to respond to the situation fully)</i></p>	
<p><b>PREPARED BY</b></p>	
<p><b>DATE PREPARED</b></p>	
<p><b>RECEIVED AND REVIEWED BY</b>  <i>(Designate Information Officer)</i></p>	
<p><b>DATE AND TIME RECEIVED</b></p>	
<p><b>NOTED BY</b></p>	



December 10, 2018

**REGIONAL MEMORANDUM**  
NO. 218 s. 2018

**UNIFORMITY AND SYNCHRONIZATION OF  
SUBMISSION OF INCIDENT REPORTS**

**TO :** SCHOOLS DIVISION SUPERINTENDENTS  
DIVISION INFORMATION OFFICERS  
SCHOOL HEADS  
ALL CONCERNED PERSONNEL



1. To ensure that **Incident Reports** are promptly acted upon by the concerned DepED Personnel, this Office, for uniformity purposes enumerates the following guidelines:

Nature of the Incident	Personnel in-charge for the preparation of the report	Action to be taken	Time/ Person In-charge to receive the Incident Report and other attachments
Fire	Property Custodian and School Head	Prepare the Incident Report Form	Immediately <b>SDO (DIO) to RO (RIO)</b>
Theft	Property Custodian and School Head	Prepare the Incident Report Form	Immediately <b>SDO (DIO) to RO (RIO)</b>
Robbery	Property Custodian and School Head	Prepare the Incident Report Form	Immediately <b>SDO (DIO) to RO (RIO)</b>
Child Protection Issues ( <i>this includes crimes or prohibited acts committed by the learners</i> )	Guidance Counselor and School Head	Prepare the Incident Report Form and Annexes/Appendices provided by DO 40, s. 2012; DO 55, s. 2013 and DO 18, s. 2015	If Child Abuse – within 48 hours If Bullying Case – immediately If CAR and CICL – Immediately <b>Child Protection Focal Person to SDO (DIO and Legal) to RO (RIO and Legal)</b>
Death ( <i>within the school or outside the school if it happened during a legitimate school activity</i> )	School Head	Prepare the Incident Report Form	Immediately <b>SDO (DIO and Legal) to RO (RIO and Legal)</b>
Physical Injuries ( <i>other than as a result of Bullying or Child Abuse</i> )	School Head	Prepare the Incident Report Form	Immediately <b>SDO (DIO and Legal) to RO (RIO and Legal)</b>

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Claim for School Sites	Property Custodian and School Head	Prepare the Incident Report Form	Immediately <b>SDO (DIO and Legal) to RO (RIO and Legal)</b>
Intrusion within the school premises by strangers	School Head	Prepare the Incident Report Form	Immediately <b>SDO (DIO and Legal) to RO (RIO and Legal)</b>
Sudden collapse of School Buildings	Property Custodian and School Head	Prepare the Incident Report Form	Immediately <b>SDO (DIO) to RO (RIO)</b>
Gambling inside the school premises	Guidance Counselor and School Head	Prepare the Incident Report Form	Immediately <b>SDO (DIO and Legal) to RO (RIO and Legal)</b>
Proliferation of Illegal Drugs	Guidance Counselor and School Head	Prepare the Incident Report Form	Immediately <b>SDO (DIO and Legal) to RO (RIO and Legal)</b>
Violation of No-Collection Policy	School Head	Prepare the Incident Report Form	Immediately <b>SDO (DIO and Legal) to RO (RIO and Legal)</b>
Armed Conflict	School Head/DRRM Coordinator	Prepare the Incident Report Form	Immediately <b>SDO (DIO) to RO (RIO)</b>
Other analogous incidents of the foregoing	School Head	Prepare the Incident Report Form	Immediately <b>SDO (DIO) to RO (RIO)</b>

- The Incident Report Form should be properly accomplished and signed by designated/authorized personnel and preferably indorsed by the Schools Division Superintendent. It should also be sent by the SDOs to the Online Incident Report System using the link: <http://deped.in/rovirs> and/or via courier within the specified time required.
- This Office is adopting the format of Incident Report prepared by DepED – Division of Sorsogon Province. (Please see attached Annex A for the Incident Report Format)



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4. Initial Report or Situation Reports (SitReps) sometimes also referred to as Advance Information for "FYI" purposes should be relayed, even through SMS or through the Messenger App using the prescribed template within an hour upon discovering the incident if it will take a while in preparing the formal Incident Report. The Initial Report shall be forwarded to the Regional Information Officer (RIO)/Public Affairs Unit (PAU) with verified information giving a clear picture of the What, Who, When, Where, Why and How of a situation or an incident. (Please see attached Annex B for the Initial Report/SitRep Format.
5. For wide dissemination and strict compliance.

  
**GILBERT T. SADSAD**  
Director III  
OIC-Office of the Regional Director

*Ag*      *AJ* *Q*

Encls : As stated

To be indicated in the PERPETUAL INDEX  
under the following subjects:

INCIDENT REPORTS  
POLICY  
COMMUNICATION POLICY

ORD1/mmlj/PAU/dgs/LEGAL/sbd/ICTU  
12.10.2018



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## ANNEX B. Initial Report/SitRep Format

Initial Report/Situation Reports or SitReps must contain verified information giving a clear picture of the What, Who, When, Where, Why and How of a situation or an incident.

The prescribed template will be as follows:

WHAT: (briefly describe the incident/situation)

WHEN: (state date and time of incident/situation)

WHERE: (state place of incident/situation)

WHO: (state who are involved)

HOW: (briefly state how the incident happened and current actions undertaken)

Initial reports shall include the name of the source of the information and the DIO relaying the report to RIO/PAU

Example: (sent via SMS or Messenger App)

Initial Report/FYI

WHAT: Stabbing Incident

WHEN: October 8, 2018; around 7pm

WHERE: Biringan NHS, Bgy. Mystica, Jovellar, Albay

WHO: VICTIMS- 1) Amihan E. Cantada, Teacher1, of Biringan NHS; 2) Danaya D. Mojica, Grade 6 learner, student of A. Cantada, both residents of said Bgy SUSPECT- unidentified male

HOW: at the given date, time, place the victims were leaving the school premises after last minute preparations for a school activity the next day when an unidentified male suddenly approached and stabbed the victims, resulting to the teacher, Amihan E. Cantada and learner Danaya Mojica to sustain stab wounds; both were rushed to the nearest hospital for medical treatment but the teacher was declared DOA, the learner, Danaya Mojica is currently confined at the ICU

School Head now coordinating with the relatives of the victims, SDO of Albay and local authorities. Possible suspension of classes/activity maybe advised if needed.

Formal Incident report to follow.

Alena Diwata, SchoolHead/Nick Bio, DIO



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DepEd Region V



Republic of the Philippines  
**Department of Education**  
REGION V  
REGIONAL CENTER SITE, RAWIS, LEGAZPI CITY 4500



September 2, 2019

REGIONAL MEMORANDUM  
NO. 120, s. 2019



ADDENDUM TO REGIONAL MEMORANDUM No. 212 s. 2018  
ENTITLED UNIFORMITY AND SYNCHRONIZATION OF SUBMISSION OF INCIDENT REPORTS

TO : SCHOOLS DIVISION SUPERINTENDENTS  
DIVISION INFORMATION OFFICERS  
SCHOOL HEADS  
ALL CONCERNED PERSONNEL

1. Per review of the Regional Disaster Risk and Reduction Management Officer (DRRMO,) Regional Information Officer and the Legal Officer of the Regional Memorandum previously issued, the following Nature of Incidents and Personnel in-charge need to be included for the preparation of the Report to ensure that Incident Reports are promptly acted upon:

Nature of the Incident	Personnel in-charge for the preparation of the report	Action to be taken	Time/ Person In-charge to receive the Incident Report and other attachments
Fire	DRRM Coordinator, Property Custodian and School Head	Prepare the Incident Report Form	Immediately SDO(DIO) to RO (RIO)
Earthquake and other disasters locally affecting learners and personnel	DRRM Coordinator and School Head	Prepare the Incident Report Form	Immediately SDO(DIO) to RO (RIO)
Cases of disease outbreaks needing immediate coordination and medical attention	School Nurse, School Head	Prepare the Incident Report Form	Immediately SDO(DIO) to RO (RIO)

2. Reporting protocol shall still be followed as prescribed in the previous Memorandum which is attached to this communication.
3. For widest dissemination and strict compliance.

000844

  
GILBERT T. SADSAD  
Director IV  
Office of the Regional Director